Retro Transaction Form Examples

|  |  |
| --- | --- |
| To: |  |
| From: |  |
| Date: |  |
| Employee Name |  |
| SPS Emp ID: | W |

For employees with a July 1, 2016 Increment:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Transaction Type** | **Effective Date** | **Grade** | **Step** | **Salary** | **New Grade** | **New Step** | **New Salary** |
| Current (8-5-16) Grd/Stp/Salary |  | 11 | 5 |  |  |  |  |
| Retroactive Reclass | 8-10-15 | 11 | 4 |  | 13 | 4 |  |
| TK Go-Live | 5-25-16 | 11 | 4 |  | 13 | 4 |  |
| Increment | 7-01-16 | 11 | 5 |  | 13 | 5 |  |
| Retro COLA/Inc Update (New Grade/Step/Salary forward) | 8-17-16 |  |  |  | 13 | 5 |  |

For employees **without** a July 1, 2016 Increment:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Transaction Type** | **Effective Date** | **Grade** | **Step** | **Salary** | **New Grade** | **New Step** | **New Salary** |
| Current (8-5-16) Grd/Stp/Salary |  | 11 | 5 |  |  |  |  |
| Retroactive Reclass | 8-10-15 | 11 | 4 |  | 13 | 4 |  |
| TK Go-Live | 5-25-16 | 11 | 4 |  | 13 | 4 |  |
| Retro COLA/Inc Update (New Grade/Step/Salary forward) | 8-17-16 |  |  |  | 13 | 5 |  |